



City of NORFOLK

C: Dir., Department of Planning and Community Development

To the Honorable Council
City of Norfolk, Virginia

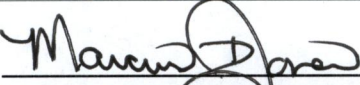
March 18, 2014

From: George M. Homewood, AICP CFM, Planning Director

Subject: **Special Exception for Island Krave Caribbean Smokehouse**

Reviewed: Ronald H. Williams, Jr., Assistant City
Manager

Ward/Superward: 2/6

Approved: 
Marcus D. Jones, City Manager

Item Number: **R-2**

- I. **Staff Recommendation:** Approval
- II. **Commission Action:** By a vote of **7 to 0**, the Planning Commission recommends **Approval**.
- III. **Request:** Special Exception to operate an Eating and Drinking Establishment.
- IV. **Applicant:** Island Krave Caribbean Smokehouse – 222 West 21st Street, Unit J
- V. **Description:** This request would allow Island Krave Caribbean Smokehouse to serve alcohol and establish outdoor seating.
 - After discussion with the property owner, the hours of operation in the original staff report were amended by the applicant and are reflected below.

	Proposed
Hours of Operation	10:00 a.m. until 11:00 p.m. seven days a week
Hours for Sale of Alcohol	11:00 a.m. until 11:00 p.m. seven days a week
Capacity	26 seats indoors 8 seats outdoors 37 total capacity

Staff point of contact: Ashton Jones at 664-7470, ashton.jones@norfolk.gov

Attachment:

- Staff Report to CPC dated February 27, 2014 with attachments
- Proponents and Opponents
- Ordinance



City of NORFOLK

To the City Planning Commission
City of Norfolk, Virginia

February 27, 2014

From: Ashton Jones, City Planner II

Subject: Special Exception to
operate an Eating and Drinking
Establishment at 222 West 21st Street
– Island Krave Caribbean
Smokehouse

Reviewed: Leonard M. Newcomb III, Land Use Services
Manager

Ward/Superward: 2/6

Approved:

Item Number:

George M. Homewood, AICP, CFM
Planning Director

- I. **Recommendation:** Staff recommends approval, subject to the attached conditions.
- II. **Applicant:** Dorothy M. Lovell
222 West 21st St.
- III. **Description:**
This request is to allow Island Krave Caribbean Smokehouse to operate an Eating and Drinking Establishment.
- IV. **Analysis**
Plan Analysis
 - The Site is located on north side of 21st Street in the 21st Street Pavilion Shops.
 - The proposed Special Exception is consistent with *plaNorfolk2030*, which designates this site as Commercial.**Zoning Analysis**
 - The site is zoned C-2 (Corridor Commercial) and 21st Street Pedestrian Commercial Overlay District which permits an Eating and Drinking Establishment by Special Exception.
 - The surrounding properties are zoned both commercial and industrial and the proposed Special Exception has no adverse impact on them.

	Proposed
Hours of Operation and Sale of Alcohol	11:00 a.m. until 10:00 p.m., Sunday through Thursday 11:00 a.m. until 11:00 p.m., Friday through Saturday
Seating	26 seats indoors 8 seats outdoors 37 total capacity

- The attached conditions ensure that the operation of the site as an eating and drinking establishment is in compliance with *Zoning Ordinance* requirements

Traffic Analysis

- Since no increase in indoor seating is being proposed for the site, no additional trips are projected.

V. Financial Impact

The applicant is current on all taxes.

VI. Environmental

This site is located in a district that allows such a use and is surrounded by mix of commercial uses.

VII. Community Outreach/Notification

- Legal notice was posted on the property on January 21.
- Letters were sent to the Ghent Business Association and Ghent Neighborhood League on February 5.
- Letters were mailed to all property owners within 300 feet of the property on February 12.
- Notice was sent to the civic leagues by the Department of Communications on February 12.
- Legal notification was placed in *The Virginian-Pilot* on February 13 and 20.

VIII. Coordination/Outreach

This report has been coordinated with the Department of Planning and Community Development and the City Attorney's Office.

Supporting Material from the Department of Planning and Community Development:

- Proposed Conditions
- Location Map
- Zoning Map
- 1000' Radii Map of ABC Establishments
- Application
- Letter to Ghent Business Association
- Letter to Ghent Neighborhood League

Proponents and Opponents

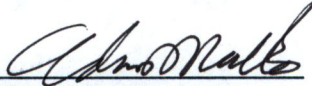
Proponents

Dorothy Marie Lovell
222 West 21st Street, Unit J
Norfolk, VA 23417

Opponents

None

Form and Correctness Approved:

By 
Office of the City Attorney

Contents Approved: AJ

By 
DEPT.

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE GRANTING A SPECIAL EXCEPTION TO XAYACA, INC. AUTHORIZING THE OPERATION OF AN EATING AND DRINKING ESTABLISHMENT KNOWN AS "ISLAND KRAVE CARIBBEAN SMOKEHOUSE" ON PROPERTY LOCATED AT 222 WEST 21ST STREET, UNIT J.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a Special Exception is hereby granted to Xayaca, Inc. authorizing the operation of an eating and drinking establishment named "Island Krave Caribbean Smokehouse" on property located at 222 West 21st Street, Unit J. The property which is the subject of this Special Exception is more fully described as follows:

Property fronting 300 feet, more or less, along the northern line of West 21st Street, beginning 125 feet, more or less, from the western line of Omohundro Avenue and extending westwardly; premises numbered 222 West 21st Street, Unit J.

Section 2:- That the Special Exception granted hereby shall be subject to the following conditions:

- (a) The hours of operation for the establishment shall be from 10:00 a.m. until 11:00 p.m. seven days per week. No use of the establishment outside of the hours of operation listed herein shall be permitted.
- (b) The hours of operation for the sale of alcoholic beverages shall be from 11:00 a.m. until 11:00 p.m. seven days per week.
- (c) The seating for the establishment shall not exceed 26 seats indoors, 8 seats outdoors, and the total occupant capacity, including employees, shall not exceed 37 people.

- (d) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier.
- (e) The establishment shall maintain a current, active business license at all times while in operation.
- (f) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (g) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an area within full view of the establishment's staff and shall not be permitted within any restroom.
- (h) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the Special Exception so as to keep such areas free of litter, refuse, solid waste, and any bodily discharge.
- (i) A menu shall be provided containing an assortment of foods which shall be made available at all times the restaurant is open. A food menu and full dining service shall be available at the bar.
- (j) The business authorized by this Special Exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this Special Exception. Should any owner, operator, or manager desire to

operate the business in a manner different than as represented in "Exhibit A," a new Special Exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.

- (k) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this Special Exception. This Special Exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.
- (l) Neither the establishment nor any portion of it shall be leased, let, or used to stage any private party and no outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (m) A copy of this Adult Use Special Exception ordinance and Exhibits shall be available on site at all times for inspection, and a notice indicating that this Adult Use Special Exception ordinance and all amendments are kept on the premises and are available for review by any member of the general public shall be posted in a visible location. The notice shall also contain information on where and how to report violations of conditions and shall include the address of the zoning administrator.

Section 3:- That the City Council hereby determines that the Special Exception granted herein complies with each of the requirements of § 25-7 of the Zoning Ordinance of the City of Norfolk, 1992 (as amended), namely that:

- (a) The proposed use and development will be in harmony with the objectives and policies of the adopted General Plan of Norfolk and with the general and specific purposes for which this ordinance was enacted and for which the regulations of the district in question were established;

- (b) The proposed use and development will not substantially diminish or impair the value of the property within the neighborhood in which it is located;
- (c) The proposed use and development will not have an adverse effect upon the character of the area or the public health, safety and general welfare. Conditions may be applied to the proposed use and development, as specified in section 25-8 below, to mitigate potential adverse impacts;
- (d) The proposed use and development will be constructed, arranged and operated so as not to interfere with the use and development of neighboring property in accordance with the applicable district regulations;
- (e) The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools;
- (f) The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets;
- (g) The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic features of significant importance;
- (h) The proposed use and development will not cause substantial air, water, soil or noise pollution or other types of pollution which cannot be mitigated;
- (i) The proposed use and development will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special exception uses of all types on the immediate neighborhood and the effect of the proposed type of special exception use on the city as a whole;
- (j) The proposed use and development complies with all additional standards imposed on it by the

particular provisions of the ordinance authorizing such use; and

- (k) No application for a special exception shall be recommended or granted until any and all delinquent real estate taxes owed to the City of Norfolk on the subject property have been paid.

Section 4:- That this ordinance shall be in effect from the date of its adoption.

ATTACHMENT:

Exhibit A (3 pages)

Island Krave Caribbean Smokehouse– 222 West 21st Street
Eating and Drinking Establishment Conditions

- (a) The hours of operation for the establishment and for the sale of alcoholic beverages shall be from 11:00 a.m. until 10:00 p.m., Sunday through Thursday and from 11:00 a.m. until 11:00 p.m., Friday and Saturday. No use of the establishment outside of the hours of operation listed herein shall be permitted.
- (b) The seating for the establishment shall not exceed 26 seats indoors, 8 seats outdoors, and the total occupant capacity, including employees, shall not exceed 37 people.
- (c) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier.
- (d) The establishment shall maintain a current, active business license at all times while in operation.
- (e) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (f) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an area within full view of the establishment's staff and shall not be permitted within any restroom.
- (g) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the Special Exception so as to keep such areas free of litter, refuse, solid waste, and any bodily discharge.
- (h) A menu shall be provided containing an assortment of foods which shall be made available at all times the establishment is open. A food menu and full dining service shall be available at the bar.
- (i) The business authorized by this Special Exception shall be conducted in accordance with the Description of Operations set

forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this Special Exception. Should any owner, operator or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new Special Exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.

- (j) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this Special Exception. This Special Exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.
- (k) Neither the establishment nor any portion of it shall be leased, let, or used to stage any private party and no outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (l) A copy of this Adult Use Special Exception ordinance and Exhibits shall be available on the premises at all times for inspection, and a notice indicating that this Adult Use Special Exception ordinance and all amendments are kept on the premises and are available for review by any member of the general public shall be posted in a visible location. The notice shall also contain information on where and how to report violations of conditions and shall include the address of the zoning administrator.

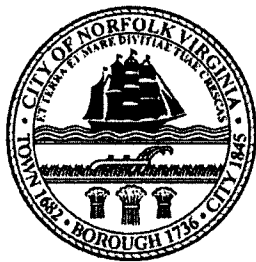


EXHIBIT "A"
Description of Operations
Eating and Drinking Establishment

Date NOVEMBER 1, 2013

Trade name of business ISLANDRAVE CARIBBEAN SMOKEHOUSE

Address of business 222 W. 21st Street - Unit J, NORFOLK 23517

Name(s) of business owner(s)* EDWARD LOVELL

Name(s) of property owner(s)* NANCY J. DOREY

Daytime telephone number (718) 200-6787

*If business or property owner is partnership, all partners must be listed.

*If business or property owner is an LLC or Corporation, all principals must be listed.

1. Proposed Hours of Operation:

Facility

per email from applicant

Alcoholic Beverage Sales

Weekday From 10am To 10pm

Weekday From 11am To 10pm

Friday From 10am To 11pm

Friday From 11am To 11pm

Saturday From 10am To 11pm

Saturday From 11am To 11pm

Sunday From 10am To 10pm

Sunday From 11am To 10pm

2. Type of ABC license applied for (check all applicable boxes)

☒ On-Premises

☐ Off-Premises (additional application required)

3. Type of alcoholic beverage applied for

☒ Beer

☒ Wine

☐ Mixed Beverage

4. Will indoor or outdoor entertainment be provided?

(Entertainment consists of anything more than one, unamplified musician)

☐ Yes (Different application required)

☒ No

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised July 2013)

Exhibit A – Page 2
Eating and Drinking Establishment

5. Will video games, pool tables, game boards or other types of games be provided?
☐ Yes (If more than 4, additional application required) ☒ No

5a. If yes, please describe type and number of each game to be provided

N/A

6. Will patrons ever be charged to enter the establishment?
☐ Yes ☒ No

6a. If yes, why

N/A

- 6b. Which days of the week will there be a cover charge (circle all applicable days)?

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday N/A

7. Will the facility or a portion of the facility be available for private parties?
☐ Yes ☒ No

7a. If yes, explain

N/A

8. Will a third party (promoter) be permitted to lease, let or use the establishment?
☐ Yes ☒ No

8a. If yes, explain

N/A

9. Will there ever be a minimum age limit?
☐ Yes ☒ No

Exhibit A – Page 3
Eating and Drinking Establishment

10. Additional comments/ description/operational characteristics or prior experience:

PREVIOUS ABC LICENSE HELD AT SUFFOLK ESTABLISHMENT
LICENSE SURRENDERED WHEN RESTAURANT CLOSED.

Note: If smoking is permitted, then floor plans must be submitted showing all necessary building requirements for such facility

Dorothy Lorch
Signature of Applicant

Location Map

W 22ND STREET

ISLAND KRAVE
CARIBBEAN SMOKEHOUSE

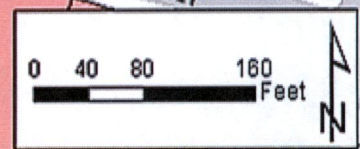
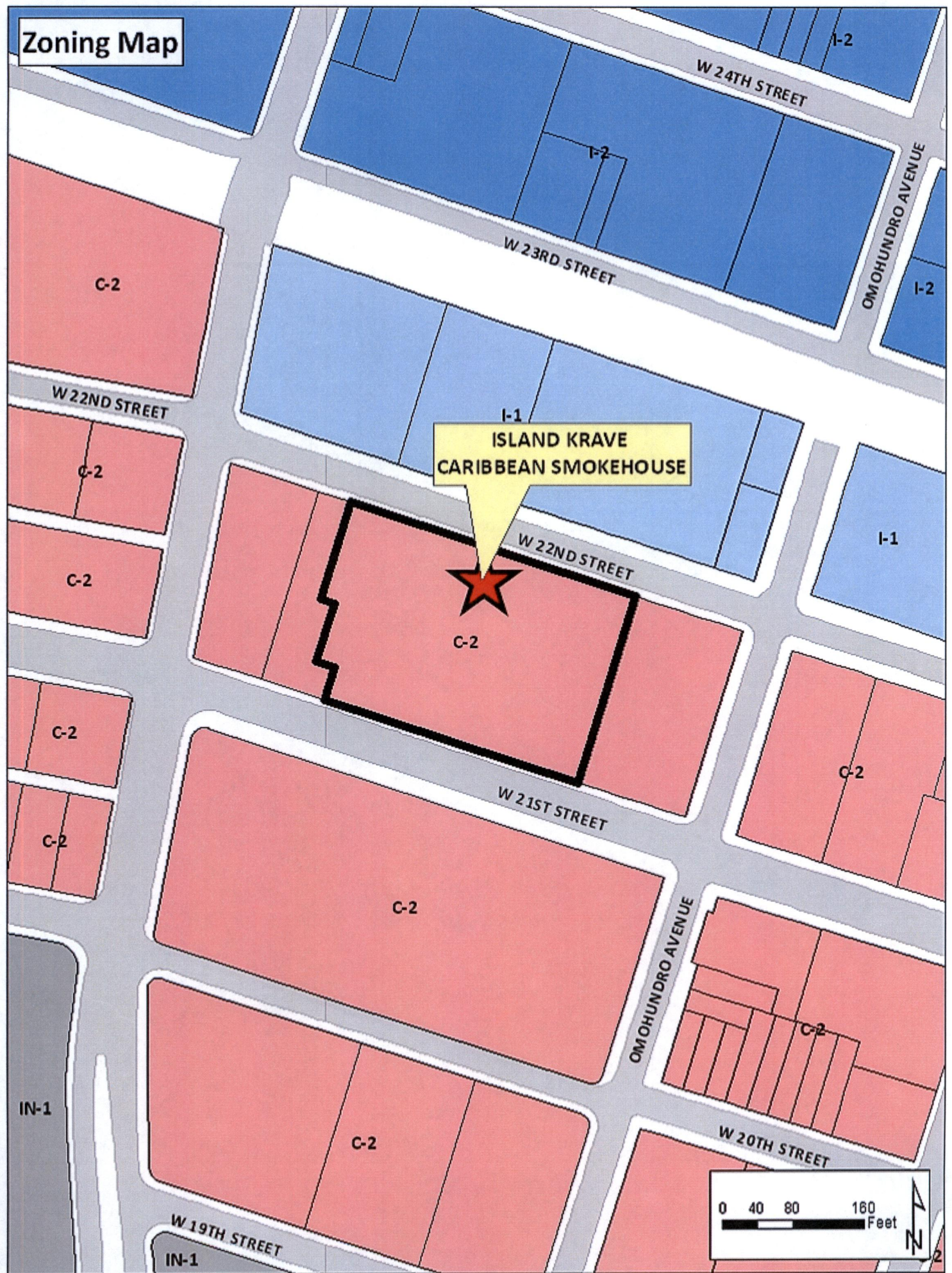


W 21ST STREET

0 15 30 60 Feet



Zoning Map



ABC Uses Proximity Map





**APPLICATION
ADULT USE SPECIAL EXCEPTION
EATING AND DRINKING ESTABLISHMENT
(Please print)**

Date NOVEMBER 1, 2013

DESCRIPTION OF PROPERTY

Address 222 WEST 21ST STREET - UNIT J, NORFOLK, VA 23517

Existing Use of Property CARIBBEAN EATERY & SMOKEHOUSE

Proposed Use SAME AS ABOVE

Current Building Square Footage 987 sq. feet

Proposed Building Square Footage 987 sq. feet

Trade Name of Business (if applicable) ISLANDKRAVE CARIBBEAN SMOKEHOUSE

APPLICANT/ PROPERTY OWNER

1. Name of applicant: (Last) LOYELL (First) DOROTHY (MI) M

Mailing address of applicant (Street/P.O. Box) 217 WEST 21ST STREET - UNIT J

(City) NORFOLK (State) VA (Zip Code) 23517

Daytime telephone number of applicant (757) 627-1725 Fax number () N/A

E-mail address of applicant dorothyli@verizon.net

2. Name of property owner (Last) DOREY (First) NORMA (MI) J

Mailing address of property owner (Street/P.O. Box) 710 WEST 21ST STREET

(City) NORFOLK (State) VA (Zip Code) 23517

Daytime telephone number of owner (757) 625-5300 Fax number (757) 622-3748

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised July 2013)

**Application
Eating and Drinking Establishment
Page 2**

CONTACT INFORMATION

Civic League contact _____

Date(s) contacted _____

Ward/Super Ward information _____

REQUIRED ATTACHMENTS

- Required application fee, **\$355.00** (if check, make payable to Norfolk City Treasurer).
 - Application fee includes a non-refundable \$5 technology surcharge.
- Two 8½ inch x 14 inch (maximum size) copies of a floor plan prepared by a registered design professional drawn to scale showing seats/tables, restroom facilities, bar, ingress and egress, standing room, outdoor dining and total maximum capacity (see attached example)
- Two 8½ inch x 14 inch (maximum size) copies of a survey or conceptual site plan (required for new construction or site improvements) drawn to scale showing:
 - Existing and proposed building structures
 - Driveways
 - Parking
 - Landscaping
 - Property lines (see attached example)
- Completed Exhibit A, Description of Operations (attached)

CERTIFICATION

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: Norma J. Dorey Sign: Norma J. Dorey 11/04/2013
(Property Owner or Authorized Agent Signature) (Date)

Print name: DOROTHY LOVELL Sign: Dorothy Lovell 11/11/2013
(Applicant or Authorized Agent Signature) (Date)



EXHIBIT "A"
Description of Operations
Eating and Drinking Establishment

Date NOVEMBER 1, 2013

Trade name of business ISLANDKRAVE CARIBBEAN SMOKEHOUSE

Address of business 222 W. 21st Street - Unit J, NORFOLK 23517

Name(s) of business owner(s)* EDWARD LOVELL

Name(s) of property owner(s)* NANCY J. DOREY

Daytime telephone number (718) 200-6787

*If business or property owner is partnership, all partners must be listed.

*If business or property owner is an LLC or Corporation, all principals must be listed.

1. Proposed Hours of Operation:

Facility		Alcoholic Beverage Sales	
Weekday	From <u>11am</u> To <u>10pm</u>	Weekday	From <u>11am</u> To <u>10pm</u>
Friday	From <u>11am</u> To <u>11pm</u>	Friday	From <u>11am</u> To <u>11pm</u>
Saturday	From <u>11am</u> To <u>11pm</u>	Saturday	From <u>11am</u> To <u>11pm</u>
Sunday	From <u>11am</u> To <u>10pm</u>	Sunday	From <u>11am</u> To <u>10pm</u>

2. Type of ABC license applied for (check all applicable boxes)

☒ On-Premises ☐ Off-Premises (additional application required)

3. Type of alcoholic beverage applied for

☒ Beer ☒ Wine ☒ Mixed Beverage

4. Will indoor or outdoor entertainment be provided?

(Entertainment consists of anything more than one, unamplified musician)

☐ Yes (Different application required) ☒ No

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(Revised July 2013)

Exhibit A – Page 2
Eating and Drinking Establishment

5. Will video games, pool tables, game boards or other types of games be provided?
☐ Yes (If more than 4, additional application required) ☒ No

5a. If yes, please describe type and number of each game to be provided

N/A

6. Will patrons ever be charged to enter the establishment?
☐ Yes ☒ No

6a. If yes, why

N/A

- 6b. Which days of the week will there be a cover charge (circle all applicable days)?

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday N/A

7. Will the facility or a portion of the facility be available for private parties?
☐ Yes ☒ No

7a. If yes, explain

N/A

8. Will a third party (promoter) be permitted to lease, let or use the establishment?
☐ Yes ☒ No

8a. If yes, explain

N/A

9. Will there ever be a minimum age limit?
☐ Yes ☒ No

Exhibit A – Page 3
Eating and Drinking Establishment

10. Additional comments/ description/operational characteristics or prior experience:

PREVIOUS ABE LICENSE HELD AT SUFFOLK ESTABLISHMENT
LICENSE SURRENDERED WHEN RESTAURANT CLOSED.

Note: If smoking is permitted, then floor plans must be submitted showing all necessary building requirements for such facility

Dorothy Lorell
Signature of Applicant

**Exhibit A – Floor Plan(s) Worksheet
Eating and Drinking Establishment**

- Complete this worksheet based for each floor plan submitted with application.
- Floor plan must be prepared by a registered design professional and include:
 - Tables/seats
 - Restroom facilities
 - Bar
 - Ingress and egress
 - Standing room
 - Outdoor seating
 - Total maximum capacity (including employees)

Total capacity

a. Indoor

Number of seats (not including bar seats)

26 26

Number of bar seats

0

Standing room

N/A

b. Outdoor

Number of seats

8

c. Number of employees

3

Total Occupancy

(Indoor/Outdoor seats, standing room and employees) = 38 37

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810 Union Street, Room 508

Norfolk, Virginia 23510

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(Revised July 2013)



City of NORFOLK

February 5, 2014

Jack Plomgren
President, Ghent Business Association
1611-B Colley Avenue
Norfolk, VA 23517

Dear Mr. Plomgren:

The Planning Department has received a Special Exception application to operate an Eating and Drinking Establishment on property located at 222 West 21st Street, Unit J. This item is tentatively scheduled for the February 27, 2014 City Planning Commission public hearing.

Summary

This request would allow the existing restaurant, Island Krave Caribbean Smokehouse, located in the 21st Street Pavilion Shopping Center, to offer alcoholic beverages to their customers.

	Proposed
Hours of Operation and Sale of Alcohol	11:00 a.m. until 10:00 p.m., Sunday through Thursday 11:00 a.m. until 11:00 p.m., Friday through Saturday
Seating	26 seats indoors 8 seats outdoors 37 total capacity

If you would like additional information on the request, you may contact the applicant, Dorothy Lovell, at (757) 627-1725 or you may telephone Ashton Jones at (757) 664-7470. A copy of the complete application is enclosed.

Sincerely,

George M. Homewood, AICP, CFM
Acting Planning Director

cc: Vanessa Seals, Senior Neighborhood Development Specialist
Vanessa.Seals@norfolk.gov



February 5, 2014

Henry Conde
President, Ghent Neighborhood League
P.O. Box 11431
Norfolk, VA 23517

Dear Mr. Conde:

The Planning Department has received a Special Exception application to operate an Eating and Drinking Establishment on property located at 222 West 21st Street, Unit J. This item is tentatively scheduled for the February 27, 2014 City Planning Commission public hearing.

Summary

This request would allow the existing restaurant, Island Krave Caribbean Smokehouse, located in the 21st Street Pavilion Shopping Center, to offer alcoholic beverages to their customers.

	Proposed
Hours of Operation and Sale of Alcohol	11:00 a.m. until 10:00 p.m., Sunday through Thursday 11:00 a.m. until 11:00 p.m., Friday through Saturday
Seating	26 seats indoors 8 seats outdoors 37 total capacity

If you would like additional information on the request, you may contact the applicant, Dorothy Lovell, at (757) 627-1725 or you may telephone Ashton Jones at (757) 664-7470. A copy of the complete application is enclosed.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Homewood", with a long horizontal line extending to the right.

George M. Homewood, AICP, CFM
Assistant Planning Director

cc: Vanessa Seals, Senior Neighborhood Development Specialist
Vanessa.Seals@norfolk.gov